Missouri FAFSA Completion Project Tutorial

Introduction

The Missouri FAFSA Completion Project provides tools to help high schools monitor and increase their students' FAFSA completion rates. Increased FAFSA completion rates contribute to increased access and affordability in higher education, both of which are undeniably important to Missouri's students.

The project is located on the MDHE website at www.dhe.mo.gov/fafsa-completion. Among the tools included in the project are:

- FAFSA- and other financial aid-related links

- A table of aggregated FAFSA completion information for seniors at Missouri public high schools. The table compares the number of completed FAFSAs for the year to the total number of seniors reported by the district to the Department of Elementary and Secondary Education.

- The High School FAFSA Report is a secure, password-protected report that provides student-level FAFSA completion information. This report can be used to assist high school seniors in ensuring they do not miss out on any financial aid opportunities because of an incomplete application.

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FAFSA Completion Project Home Page

The home page provides helpful links for high school counselors and students:

- The High School FAFSA Report (see additional information below).
- The U.S. Department of Education's fafsa.ed.gov website where students can access information about the FAFSA, including the application itself.
- Information about statewide FAFSA Frenzy events where financial aid professionals are available to help students complete the FAFSA.
- Information about the state grant and scholarship programs administered by MDHE.
- Counselor access to the High School interface of FAMOUS, MDHE's state student aid database.
- Access to the High School Graduates report, which links high school performance to college success.
- Student access to MDHE's Student Portal, which offers students two levels of access with a variety of information available for each. The first level of access provides basic, public information. The second, secure level of access provides student-specific financial aid eligibility and award information. Students must have a Microsoft Live ID to access the portal at either level.

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FAFSA Completion Project Home Page (continued)

The home page also provides a table of aggregated FAFSA completion information for Missouri public high schools. Features of the table include:

- The ability to select the number of schools displayed at one time.
- The ability to sort the list by any column.
- The ability to search the list for a particular school district or high school.

2015-2016 FAFSA Completion Report by Public High School

Show 50 entries ← **Select display**   **Search for a district or high scool** → Search: [_____]

District		School Name	Number of FAFSAs Completed	Number of Seniors	Percent Completed
ADAIR CO. R-II		1050 ADAIR CO. HIGH	7	12	58%
KANSAS CITY 33		ACE COLLEGIUM AT SE 7-12	*	*	*
ADAIR CO. R-I		ADAIR CO. HIGH	11	26	42%
ADRIAN R-III		ADRIAN SR. HIGH	25	51	49%
ADVANCE R-IV		ADVANCE HIGH	10	24	42%
AFFTON 101		AFFTON HIGH	100	203	49%

Sort by column

In addition, the home page provides access to the High School FAFSA Report, a key feature of the Missouri FAFSA Completion Project:

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Completing a Free Application for Federal Student Aid (FAFSA) is key to accessing higher education for many high school seniors.

Research shows that students who complete a FAFSA are more likely to attend a two- or four-year college or vocational/technical school.

The goal of the Missouri FAFSA Completion Project to is increase the number of students in Missouri who successfully complete a FAFSA. High school administrators and guidance counselors can access a secure webpage to view their High School FAFSA Report in order to offer assistance to students who need help completing a FAFSA.

To access the secure webpage, or to register for access to it, select the High School FAFSA Report Log-in button below. The FAFSA Data Access Agreement is also available from this link.

Aggregate information (below) shows the percentage of seniors completing the FAFSA at all public high schools in Missouri.

Other Related Links

- **Grants and Scholarships**
- **FAMOUS High School Interface**
- **High School Graduates Report**
- **MDHE Student Portal**

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High School FAFSA Report Log-In	Complete the FAFSA	FAFSA Frenzy

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High School FAFSA Report – Log-in Page

The High School FAFSA Report log-in page contains several links to help users access the report. These features are identified by corresponding number in the diagram below.

1. A copy of the FAFSA Data Access Agreement is available for districts that do not have an agreement on file with MDHE. This link also is available to districts that have an agreement on file but need to add a new user(s).
2. Registration instructions are provided for users who currently do not have access to any of MDHE's electronic systems.
3. Registration instructions are provided for users who already have a user ID and password to at least one of MDHE's electronic systems, but need to add access to the High School FAFSA Report.
4. Access to the Forgot User ID/Password page of MDHE's Security System is provided for users that need such assistance.
5. Access to MDHE's Security System is provided for users who need to register for access to the report. The same link assists users who have been granted access to the report but need to update their email address, name, or other information in their user profile.

The High School FAFSA Report home page also is where users who have been granted access will log into the report.

High School FAFSA Report

Welcome to the High School FAFSA Report.

This report provides student-level FAFSA completion information to help high schools identify students that may need assistance in completing the FAFSA. To access this report you must be identified as an authorized representative in the signed FAFSA Data Access Agreement between your district and the MDHE.

1 → **Click Here** if your district has not completed a FAFSA Data Access Agreement with the MDHE or if you need to be added to the agreement.

REPORT ACCESS

2 → **Click Here** if you do not currently have access to any of the MDHE's electronic systems, such as the FAMOUS database or this report.
3 → **Click Here** if you already have a user ID and password for at least one MDHE electronic system, such as the FAMOUS database but do not have access to this report.

Log in if you have a user ID and password and have been approved for access to this report:

* Indicates a required field.

*User Id: [   ]
*Password: [   ]   ← Login
[Login]

4 → **Forgot Password**
5 → **Request/Change Security**

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High School FAFSA Report - Data

This report was developed to help high schools identify students who may need additional help in completing the FAFSA. High schools also may use it to provide advanced notice that the student will need to verify certain information with the postsecondary institution before federal financial aid can be finalized.

The High School FAFSA Report provides high schools with a list of their students who have filed a FAFSA. To identify students, the list includes each student's:

- Last name
- First name
- Date of birth

The report indicates each student's FAFSA completion status. Statuses provided include:

- Complete
- No signature (Either the student or parent signature is missing)
- Error (USDE has determined the FAFSA was completed incorrectly. The exact error can be found on the Student Aid Report)

Finally, the report also indicates whether the U.S. Department of Education has selected the student for verification. Students with a Yes indicator in the Selected for Verification column will need to provide additional financial information to their postsecondary institution to complete the verification process.

The columns are sortable, and explanatory information is provided for the FAFSA Completion Status and Selected for Verification columns. Totals at the end of the report provide a snapshot of the number of students in each status. The report is exportable as either an Excel or PDF document.

High School FAFSA Report

High School to be reported: [Missouri High School ▾]   [Generate Report]   [Log Out]

Last Name ▲	First Name ⬍	Date of Birth ⬍	FAFSA Completion Status ⓘ ⬍	Selected for Verification ⓘ ⬍
Adams	John	1997/01/16	Complete	
Buchanan	James	1997/04/06	Error	
Cleveland	Grover	1997/05/05	Complete	Yes
Fillmore	Millard	1997/03/17	No Signature	
McKinley	William	1997/03/04	Complete	

Sort by column icon   Explanatory information icon

Total Students 100

Complete 97/100   **No Signature 3/100**   **Error 1/100**   **Selected for Verification 33/100**

[Export to Excel]   [Export to PDF]